

SANTA FE FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES

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ARTICLE 5 FIRE PREVENTION
DIVISION 5.1 FIRE INVESTIGATIONS

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.1.1-General	Revised: 2004

Establish a policy which clearly identifies the situations where the request for a Fire Department Investigator is warranted.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.1.2-Procedure	Revised: 2004

The on-call investigator should be requested if one or more of the following factors are present at the fire scene.

- A. There has been a known, or strongly suspected, arson fire or bombing incident involving:
 - 1. A residential, commercial or industrial structure.
 - 2. Vehicles of any type.
 - 3. Storage properties.
 - 4. A suspect(s) is in custody, is known or his whereabouts are known.
- B. A fire loss expected to exceed ten-thousand dollars (\$10,000.00).
- C. A fire involving a serious injury or death.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.1.3-Exception	Revised: 2004

If these factors are not present and an investigator is still needed or a clarification is needed, request Dispatch contact the investigator by phone. The situation may be discussed between the investigator and the requesting party. The investigator will make the decision if a response is warranted.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.1.4-Primary Investigation Objective	Revised: 2004

The Fire Department shall conduct an investigation to establish fire origin and cause. If the cause of a fire is determined to be accidental, the Fire Department will retain jurisdiction. If the cause of a fire is determined to be incendiary, the case shall be referred to the Police Department as a criminal case.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.1.5-Field Personnel Assistance	Revised: 2004

When Fire Prevention Units are called out to arson or fire scenes, an Engine Company shall remain on scene until the inspector has released them.

When Fire Prevention Units are conducting an investigation of a fire scene they may request additional assistance until the investigation is complete.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.1.6-Photographs	Revised: 2004

In the course of a fire investigation, fire inspectors will utilize a film or digital camera for the purposes of recording details of a fire scene. The photographs shall be used to document the findings listed on the inspectors' fire investigation report.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.1.7-Outside Assistance	Revised: 2004

Fire Department personnel, upon request, may be assigned to assist Santa Fe Police Department detective(s) in the investigation of Arson.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.1.8-Documentation	Revised: 2004

The following documentation shall be required for all fires investigated by a Fire Inspector:

- A. For accidental fires:
 - 1. The cause shall be noted on the electronic fire report with a supplemental investigation narrative within two weeks of the incident.
- B. For incendiary fires:
 - 1. The preliminary findings and possible cause shall be noted on the electronic fire report with a supplemental investigation narrative within one month of the incident.

All completed electronic fire investigation reports shall be reviewed by the Fire Marshal.

ARTICLE 5 FIRE PREVENTION
DIVISION 5.2 BUSINESS LICENSE RESPONSIBILITY

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.2.1-General	Revised: 2004

When the request is made for business license it is the responsibility of the Fire Department to inspect the proposed business location before a license is granted.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.2.2-Inspection	Revised: 2004

- A. A physical inspection of the premises named on the Certificate of Occupancy shall be made by the Fire Prevention Section.
- B. A hand written or electronic inspection report shall be completed for all fire inspections.
- C. Upon completion of the inspection, the following procedure shall be followed:
 - 1. All violations shall be noted on the inspection report and reviewed with the business owner/manager.
 - 2. The business owner/manager shall be informed that all violations shall be corrected prior to an issuance of a Certificate of Occupancy or approval of business license.
 - 3. A re-inspection will be automatically conducted in ten business days. If the violations are corrected prior to the ten day re-inspection, an earlier re-inspection can be requested if scheduling permits.
 - 4. If there are no violations at the time of inspection, or a re-inspection has been conducted and the violations have been corrected, the Certificate of Occupancy shall be approved by the Fire Inspector.

ARTICLE 5 FIRE PREVENTION
DIVISION 5.3 MONTHLY ACTIVITY REPORTS

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.3.1-General	Revised: 2004

A monthly activity report shall be prepared by each Fire Inspector no later than one month after the month in question. The Monthly Activity Report shall include the following items:

- A. Fire Inspections
- B. Re-Inspections
- C. Annual Inspections
- D. Complaints
- E. Fire Investigations
- F. Plan Reviews
- G. Code Research Calls
- H. Development Review Cases
- I. Training Hours
- J. Haz-Mat Training Hours

ARTICLE 5 FIRE PREVENTION
DIVISION 5.4 STAND BY POLICY

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.4.1-Purpose	Revised: 2004

- A. The Fire Prevention Section has an obligation to provide code enforcement, fire origin, cause determination, and arson

investigation services on a twenty four hour a day, seven days a week basis.

- B. To provide this availability the Fire Department shall have one Inspector on call at all times.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.4.2-Schedule	Revised: 2004

The on-call inspector shall be available at all times from 0800 hours Friday until the following Friday 0800 hours (168 hrs total). The on-call schedule shall be equally distributed between all Inspectors. Inspectors may make adjustments to the schedule with the permission of the Fire Marshal or the Field Services Assistant Chief for special circumstances.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.4.3-Availability	Revised: 2004

The on-call Inspector shall be able to acknowledge a request by phone within 15 minutes of the inspectors page-out and arrive to an incident within 60 minutes from the initial request for an inspector.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.4.4-Compensation	Revised: 2004

Refer to the Collective Bargaining Agreement.

ARTICLE 5 FIRE PREVENTION
DIVISION 5.5 OUT OF SERVICE FIRE PROTECTION SYSTEMS

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.5.1-Purpose	Revised: 2004

Establish guidelines for incidents that involve required Fire Protection Systems that have been activated and cannot be returned to service immediately.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.5.2-Given	Revised: 2004

Fire Protection Systems (hood systems, automatic sprinkler systems, fire alarm systems) may activate due to fire, flood, lightning, system malfunction or for other reasons. Because they play a critical role in the protection of a building, it is crucial that fire protection systems be returned to service as soon as possible or provisions must be made to ensure the building has a minimum level of protection as required by the fire code.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.5.3-Responsibilities	Revised: 2004

Upon discovery an out-of-service fire protection system:

- A. If possible, inform the responsible party and the Battalion Chief.
- B. If unable to contact the responsible party, the Battalion Chief will be contacted for further direction.
- C. The Battalion Chief will advise the Fire Marshal that a problem exists.

ARTICLE 5 FIRE PREVENTION
DIVISION 5.6 CONFISCATING DANGEROUS FIREWORKS

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.6.1-Purpose	Revised: 2004

Establish guidelines for confiscating Dangerous Fireworks.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.6.2-Given	Revised: 2004

Dangerous Fireworks are not allowed to be stored, sold, possessed, or used in the City of Santa Fe as per Santa Fe City Code Section 12-3.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.6.3-Performance	Revised: 2004

Personnel will confiscate Dangerous Fireworks from persons who possess them or any fireworks from persons under the age of sixteen (16) years old not accompanied by a parent or guardian.

S.F.F.D.-Standard Operating Procedures	Article 5
Division 5.6.4-Responsibilities	Revised: 2004

Upon discovering Dangerous Fireworks, this procedure will be followed:

- A. Inform the person in possession of the Dangerous Fireworks to be confiscated that they are in violation of section 12-3 of the Santa Fe City Code.

- B. Inform the person in possession of the Dangerous Fireworks that all of the fireworks that are not allowed under the Santa Fe City Code will be confiscated.
- C. If you encounter any problems with the persons or they refuse to turn over the Dangerous Fireworks to you, contact dispatch and request law enforcement to the scene and stand by for law enforcement's arrival.
- D. All Confiscated fireworks shall be forwarded to the Fire Marshal.